



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

opi.mt.gov

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Date: June 1, 2010

To: Summer Food Service Program Sponsors

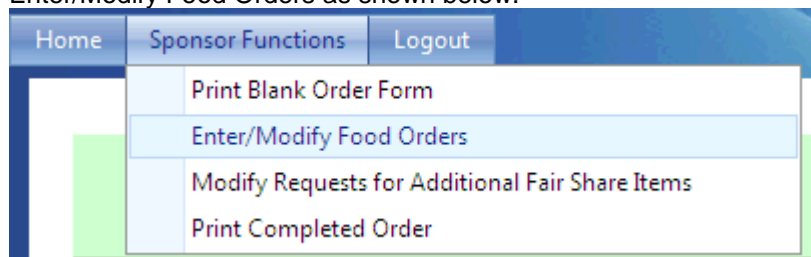
From: Judy Wilson, USDA Foods Distribution Coordinator

Re: SFSP USDA Food Order Instructions

To place your SFSP USDA Foods order go to the following Web Site and click on "USDA Foods Ordering Program." http://www.opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/index.html#gpm1_6.

The login ID and password information are the same as those used for the CNPWeb and the Cooperative Purchase programs. If you have a problem with your password, please call Sofia Janik at (406) 444-2521.

When you reach the online order form, go to Sponsor Functions in the upper left of your screen and choose Enter/Modify Food Orders as shown below.



You will see that the program you will be ordering for is Summer (SFSP) and the order deadline. (NOTE: the deadline may be a different date than this graphic)

School Year: 2010 - 2011 Fiscal Year: 2010 Program: SFSP Order

Order Deadline: 6/10/2010 Entitlement Balance Remaining: 0

You will click on Generate New Order Number.

NOTES

- 1) If there is a current (unlocked) order you will not be allowed to start a new order.
- 2) A locked order may not be modified. Orders are locked by OPI staff.
- 3) You will not be able to start a new order if you entitlement balance is 0 or below.
- 4) You may edit an order with an entitlement balance of 0 or below, however you will not be allowed to add items to the order until you remove items to create a positive balance.

Generate New Order Number

Once you generate an order number click Select to begin ordering items.

State FY	Program	Order Id	Date Submitted	Order Amount	Order Locked	
2010	SFSP	374		0.00	<input type="checkbox"/>	Select

Use the Food Group list to see the foods in that group. The Dairy Group is the first group and will automatically appear when you open your order form. Click Edit next to the item you want to order. The line turns yellow to indicate that you are working on this order line.

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The numbers in the lower left of the food lists indicate there are more pages of food items. Click the numbers to move between pages.

There are two sections on the order form.

Section 1: Entitlement Items (these will be charged against your entitlement balance).

Section 2: Bonus Items (these are "free" and will not be charged against your entitlement balance).

Only the items that are available at the time of the order will show in each section.

Order Deadline: 4/29/2010 Entitlement Balance Remaining: \$2500.20 [Submit Order](#)

You may submit your order as many times as needed prior to the order deadline. The order may be modified throughout the ordering window even if you have already submitted it.

Food Group: Items in the processing group are ordered by pounds - if no limit specified then there is no limit.

Entitlement Items:

Food Description	Pack	Pack Size	Food Value	Fair Share Limit	Quantity	
CHEESE SLICED YELLOW	CASES	6/5# Sliced Yel	\$47.42			Select
CHEESE, CHED RD FAT SHRD YELLOW	CASES	6/5#	\$54.52			Select
CHEESE, CHEDDAR YELLOW 10	CASES	6/5#	\$53.28			Select
CHEESE, MOZZ LITE SHRD	CASES	30#	\$56.70			Select
CHEEZE, MOZZ LMPS	CASES	30#	\$53.92			Select
EGGS, FRZ	CASES	6/5#	\$19.62			Select

Bonus Items:

No Bonus Items in this food group at this time

Enter the quantity you want in the quantity box that will display above the food lists. You will need to click Save to add the items to your order. The line will remain yellow until you either Save your quantity or Cancel the change. If you want to delete items – change the quantity to 0 and click Save. **(You will only be able to order foods that are within your entitlement amount. Call (406) 444-4415 to order items over your entitlement)**

Enter New Quantity for CHEESE SLICED YELLOW:

[Save](#) [Cancel](#)

Food Group: Items in the processing group are ordered by pounds - if no limit specified then there is no limit.

Entitlement Items:

Food Description	Pack	Pack Size	Food Value	Fair Share Limit	Quantity	
CHEESE SLICED YELLOW	CASES	6/5# Sliced Yel	\$47.42			Select
CHEESE, CHED RD FAT SHRD YELLOW	CASES	6/5#	\$54.52			Select

When you are finished placing your order, you will click on the submit button to add a date/time stamp to your order. You can still change the order and resubmit as many times as needed before the order deadline date.

[Submit Order](#) [Thank you. Your order has been submitted.](#)

Call Food Distribution at (406) 444-4415 if you have questions.

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